

9 January 1961

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT: Scheduled Meeting

*Decide later - due Feb. 16  
Memo to VO  
Classroom equip.  
Program Review  
Control  
School 6 Mar*

1. A meeting of the OTR Education Committee will be held on 16 January 1961 at 1300 hours in the OTR Conference Room, Building [REDACTED]. If you cannot personally attend this meeting it is requested that you contact the writer and suggest an alternate. 25X1A9a

2. [REDACTED] will give a report on the implementation of the OTR Notice calling for written papers by OTR instructors. 25X1A9a

3. [REDACTED] will present the subject of Preservation of OTR Records under the Records Management Program. Information re this Program will be found in OTR Regulation 25-8 (20 September 1955) rescinded by OTR Regulation 5-6 (9 December 1959), and Records Control Schedule for OTR 60-58 (8 August 1958) which state that, among other items, lesson plans will be an integral part of each School's files in the Records Control Schedule. The Vital Materials Program also requires a file copy of all current lesson plans used. 25X1A9a

Since one of the elements for preservation is lesson plans, it is requested that committee members be prepared to discuss the feasibility of some degree of standardization in OTR of lesson plan format. As a point of departure, attached to this memorandum is a format that is discussed in Instructor Training Courses and similar to the one presented in "Guidelines for Effective Teaching." This format is NOT any official or approved format but merely a suggestion as to some elements which might be included in any good lesson plan.

~~This document part of classified  
integrated into [REDACTED] required  
prior to individual classification action.~~

[REDACTED]  
Educational Specialist

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~~NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 47 NO CHANGE  
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